

List of USAC Administrative Procedures (2004)  
for the  
Rural Health Care Support Mechanism

#	TITLE OF PROCEDURE	DETAILS
1	<b>Form 465 – Initial Application Form</b>	Form 465: description of services requested and certification <ul style="list-style-type: none"> <li>- Verify entity eligibility</li> <li>- Assign HCP Number: locating, disclosing, and creating a new number,</li> <li>- password protection</li> <li>- Data entry, reviewing, verification of signature, checklist, processing</li> <li>- Problem resolution</li> </ul>
2	<b>Support: Service Request for Internet Support</b>	Processing of Form 466-A: requests for internet support and certification <ul style="list-style-type: none"> <li>- Data entry</li> <li>- Verification</li> <li>- Review of supporting documentation</li> <li>- Reconciliation</li> </ul>
3	<b>Support: Service Request for Telecommunications Services Support</b>	Processing of Form 466: requests for telecommunications services support and certification <ul style="list-style-type: none"> <li>- Data entry</li> <li>- Verification</li> <li>- Review of supporting documentation</li> <li>- Reconciliation</li> </ul>
4	<b>Pre-Invoicing</b>	Pre-Invoicing Financial Transactions Activities: <ul style="list-style-type: none"> <li>- Issuing of Funding Commitment Letter</li> <li>- Processing of Form 467: receipt of service confirmation</li> <li>- Issuance of Health Care Provider Support Schedule</li> </ul>
5	<b>Invoicing</b>	Post-commitment Financial Transactions Activities: <ul style="list-style-type: none"> <li>- Reviewing approved support</li> <li>- Processing of Service Provider Invoice</li> <li>- Reconciliation</li> </ul>
6	<b>Return Funds</b>	Processing of Returned Funds <ul style="list-style-type: none"> <li>- COMADs (Commitment Adjustments): notification, logging and processing of returned funds</li> </ul>